



ANIMAL SERVICES VOLUNTEER JOB DESCRIPTION

Job Title:	Pet Photographer
Location:	Administrative Office and Kennels
Work Hours:	1+ Hour shifts, Monday – Friday between 10am and 4pm

Job Duties:

- Photograph new animals daily.
- Import photographs to Software for uploading to website.
- Take additional quality photographs of spotlighted pets.
- Create flyers using photographs and software.
- Post photographs of pets online where resources are available.
- Distribute flyers to locations throughout the County (optional) or deliver via electronic communications.
- Document work performed in writing and in computer system.
- Happy Ending Photographs for adopted animals with new owners.
- Create photographic displays and participate in community activities, adopt-a-thons, fund-raising, etc.

Skill-Set Requirements:

- Ability to take quality photographs
- Ability to navigate the Internet and email/upload/post pictures
- Ability to quickly and easily learn new software
- Ability to document work performed in detail

Requirements (special clothing boots, tools, gloves, etc.):

- Casual clothing
- Closed-toed shoes